



OmniJoin

Quick Guide for Live Contact List/ OmniJoin IM

This quick guide is intended for OmniJoin users that have installed, or wish to install, the Live Contact List/ OmniJoin IM.

With the Live Contact List/ OmniJoin IM, you can click on the OmniJoin system tray icon and go right to your online meeting room. The Live Contact List/ OmniJoin IM also provides the components needed for OmniJoin tool buttons for Microsoft® Outlook®, Word®, Excel® and all other Office applications.

Installation:

If you haven't already installed the Live Contact List/ OmniJoin IM, you can do so now by clicking the following link.

Windows® users:

<https://support.omnijoin.com/setup/pc/pcsetup.exe>

Mac users:

<https://support.omnijoin.com/setup/pc/PCXSetup.dmg>

STEP 1

ENTER Your Room

To start a meeting, first click the OmniJoin tray icon or double-click desktop shortcut.

Tray Icon:



Desktop Shortcut:



Once you click the icon, OmniJoin starts up. Select the **Meeting** tab, and click **Enter My Meeting Room**.

STEP 2

INVITE Others

It is easy to invite others into your Meeting Room. Once in your meeting room, see the default Start panel on the right, and select **Invite by Email**. You can see other options too, such as copy meeting link to clipboard, and sending it by other means.

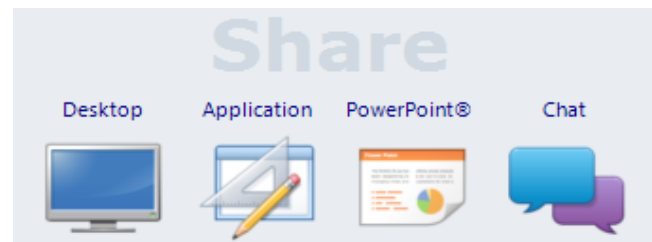


Your participants just click on the link provided. Once your participants enter your online meeting room, they will appear under the Users list as participants. It's easy to promote participants to presenters, so they can share their own materials, by right-clicking on their name. You can expel them from your meeting too, by right-clicking on their name and selecting **Expel**.

STEP 3

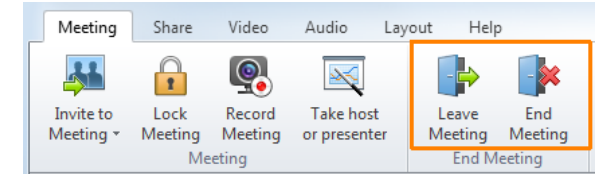
SHARE a PowerPoint® file

To share a document or PowerPoint® file, just select from the Start panel choices shown below. The Start panel appears by default in the main application window. For more options including Whiteboard, Handouts and more, click the Share tab on the main menu. Virtually anything accessible to your computer can be shared with OmniJoin Meeting.



STEP 4

LEAVE or END Meeting



To leave your meeting, select **Leave Meeting** in the **Meeting** tab. You can also click **Leave Meeting** in the upper right-hand corner. When leaving, any documents being shared will stay. This can be very handy for recurring meetings. Even after you leave, other attendees can continue the meeting.

To end meeting, select **End Meeting** in the **Meeting** tab. You can also click **Leave Meeting** in the upper right-hand corner and select **End Meeting**. All attendees will be expelled, and the room will be closed.

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